

# Mohammed Alihasan

An Expert Arabic <> English Translator/Transcriber/Voice-over



During my successful 7 years of experience in Translation, Transcription and voice-over I have honed the skills necessary to succeed in this position. I have proven to be effective and motivational, with proficiency in decision-making and collaborative work. I enjoy brainstorming and coordinating efforts to achieve a common goal.

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📅 23 August, 1992

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## WORK EXPERIENCE

### 11/10/2017–Present Online Freelance Translator

Online

- Consulting with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately.
- Translating a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.
- Following up with clients to ensure satisfaction and understanding.
- Translating online, Subtitling videos, movies, and television media.

### 07/01/2018–12/09/2018 Arabic <> English Translator

MotaWord, New York (United States)

- Being an integral part of Arabic to English translation team.
- Delivering translated documents in good professional language and clear format as requested and on time
- Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
- Adheres to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations

### 08/10/2012–Present Teacher of English

International British center (IBC) & self-employed, Al-Nusirat (Palestinian Territories)

- Teaching English for students to facilitate and practice the language.
- Developing English lesson plans in line with the National Curriculum.
- Providing students with right educational activities and experiences enabling them to fulfill their potential for intellectual, emotional, physical and social growth.
- Preparing classroom and coursework materials, homework assignments, and handouts.

### 07/03/2012–Present Tutor of English

International British center (IBC), Al-Nusirat (Palestinian Territories)

- Administering weekly self-created lessons involving reading, writing, grammar and critical-thinking skills
- Implementing monthly assessments to analyze students' progression, strengths and weaknesses.
- Encouraging conversational skills using weekly prompts to initiate dialogue.
- Facilitating English language acquisition through reading of numerous texts of various genres appropriate for the age and development level of each student.

03/06/2011–Present

### Arabic <> English Translator

Al-Azhar University of Gaza (AUG), Gaza (Palestinian Territories)

- Translating texts from English to Arabic and vice versa.
- Excellent command of written and spoken Arabic and English.
- Good communicator in both spoken and written English, including ability to draft/edit a variety of written reports and other studies.
- Delivering translated documents in good professional language and clear format as requested and on time.

## EDUCATION AND TRAINING

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08/11/2017–10/12/2017

### Training of Trainers (TOT)

London Translation and Training services, Gaza (Palestinian Territories)

- Describing characteristics, preferences and expectations of the adult learner in general and of my target learner in particular.
- Describing competencies required of a trainer.
- Explaining how to prepare for training
- Identifying my own and others' learning style and its implications for training.
- Explaining how to introduce a training session effectively.
- Explaining how to present training content effectively.
- Creating and using visual aids to support training.
- Demonstrating new and effective facilitation skills, behaviors and techniques.
- Demonstrating how to ask and answer questions appropriately.
- Following guidelines for giving and receiving constructive feedback.
- Explaining how to conclude a training session effectively.
- Describing how to manage difficult situations in the classroom
- Conducting a five-minute introduction to a training session (based on a topic of my choice).
- Conducting a fifteen-minute excerpt of a training session (based on a topic of my choice).
- Evaluating my own strengths and areas for improvement as a trainer.

15/10/2017–18/11/2017

### International Computer Driving Licence (ICDL)

London Translation and Training Services, Gaza (Palestinian Territories)

- Learning a lot of skills for using computers: online security, effective information searching, managing online, communications, email as well as adjusting computer settings.
- Increasing my ability to access information on the Internet to supplement my work and study.

10/01/2017–10/02/2017

### Medical Analysis and Nursing Course

specialist Medical Training (SMT), Gaza (Palestinian Territories)

- Being more accuracy when take blood test tube.
- Studying the types of chemical examination, contents, and the purpose for every type.
- Identifying Color or Appearance of normal, infectious Urine and possible cause.
- Recognizing Blood groups and knowing which can give other.
- Giving insertions professionally and sterilized.
- Studying the stages of fetal development.
- Perceiving Classification of Pharmacology.
- Practicing Measure blood pressure accurately.

- 30/04/2016–30/05/2016 **IELTS Preparation Course**  
International British Center (IBC), Al-Nusirat (Palestinian Territories)
- Learning about the IELTS test procedure and format.
  - Studying useful test-taking strategies and skills for the IELTS Academic tests.
  - Developing My English Reading, Writing, listening and Speaking skills.
  - High-band phrases and sentence structures to answer any IELTS question.
  - Flexible and reliable strategies for all 3 parts of IELTS Speaking Test.
  - Saving time and energy in Part 2 and become a natural English story-teller.
- 01/09/2010–03/02/2013 **Diploma in Nursing**  
Al-Azhar University of Gaza (AUG), Gaza (Palestinian Territories)
- Occupational
- Anatomy, Fundamentals of Nursing, Nursing Surgery and Internal Medicine, Community Health Nursing, Medical Terminology, First Aid, and Pharmacology.
- General
- Introduction to Computer, English Language, Nursing Ethics, Research Methods, Principles of Management and Planning, Chemistry, and Microbiology
- 15/02/2012–12/04/2012 **Conversation Skills**  
International British Center (IBC), Al-Nusirat (Palestinian Territories)
- Building up my confidence interacting with others.
  - Developing strong communication skills That's increasing the successful relationships.
  - Responding genuinely to what someone has just said.
  - Try to avoid contentious topics on first acquaintance.
- 05/01/2011–10/02/2012 **English language Course (12 Levels)**  
International British Center (IBC), Al-Nusirat (Palestinian Territories)
- Increasing the capacity to deal with material which is academic or cognitively demanding.
  - being more accuracy in grammar.
  - Growing my background of vocabularies.
  - writing a daily reports about my self and daily routine.
  - Reading a large formation of novels and stories.
- 01/09/2009–22/07/2010 **High School Certificate (Tawjehe)**  
Fathi Al-Balawi High School, Al-Bureij camp (Palestinian Territories)
- Humanitarian Steam
- History, Geography, Contemporary Issues, Economics and Scientific Culture
- General
- Arabic, English, Islamic Education, Physical Education, IT and Math.

## PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

English Language Course (12 Levels)

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

- Communication skills**
- Interpreting complex texts into easily readable material
  - Speaking in front of large groups
  - Excellent presentation gained during my Conversation Course
  - Speaking in public, to groups, or via electronic media
  - Excellent reader and writer
  - High communication skills gained throughout my experience in this field
  - Professional empowerment and advocacy skills

- Organisational / managerial skills**
- Organizing and prioritizing personal schedule.
  - Time management.
  - Hardworking.
  - Successfully working to match strict deadlines.
  - Strong problem-solving and analytical skills.
  - Enjoying working as a team member as well as independently.
  - Combing patience, determination, and persistence to troubleshoot client.

- Job-related skills**
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
  - Ability to transfer style, tone and cultural elements accurately from one language to another.
  - Being non-judgmental and remain neutral.
  - Ability to adhere to deadlines.
  - Keeping files, personal details and any other sensitive material confidential and safe.
  - Communicating perfectly with clients.
  - Ability to work under pressure.

### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

International Computer Driving License (ICDL)

- Professional user of Microsoft Office.
- Touch Typing speed 60 word per minute.
- Converting file Formats.
- Branding my self.
- Good knowledge of computer skills.

## ADDITIONAL INFORMATION

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- CAT Tools**
- Kilgray MemoQ 2014 R2
  - SDL Trados Studio 2014 SP2
  - WordFast
- DTP Tools**
- Adobe Illustrator CC 2014 ME
  - Adobe Photoshop CC 2014 ME
  - Foxit Phantom PDF Business v7.1.5.0425
- References**
- References are available upon request.